



FIRE DEPARTMENT

8812 Elk Grove Blvd.
Elk Grove, CA 95624

(916) 405-7100
Fax (916) 685-6622
www.egcsd.ca.gov

Dear Christmas Tree Proprietor:

In attempt to assist you with the setting up of your Christmas tree lot, we are providing you with this informational packet. Contained within the packet are the following items:

- * *Christmas tree lot requirements***
- * *Requirements for Tents and Canopies***
- * *Flame-retardant requirements***
- * *Holiday safety informational notice for posting***
- * *Self-inspection check-off sheet***

If you need assistance, please contact the Fire Prevention Division at the Elk Grove CSD Fire Department



CHRISTMAS TREE LOT REQUIREMENTS

GENERAL REQUIREMENTS

1. NO SMOKING

Smoking shall not be permitted in tents or canopies, or in adjacent areas where hay, straw, sawdust, Christmas trees, or other combustible materials are being used, displayed, or stored. NO-SMOKING signs shall be conspicuously posted throughout the lot and in the tent or canopy and posted at all points of entry in such a manner that they are visible to all who enter the premises.

2. FIRE EXTINGUISHERS

A minimum of two 2A-10BC fire extinguishers shall be provided for each lot. Additional extinguishers may be necessary in order to provide coverage as follows:

- A. In or about the sales area;
- B. In or about the work/flocking areas;
- C. In any and all tents and canopies on premises;
- D. When access to an extinguisher from any point exceeds 75 feet travel distance.

All extinguishers shall be mounted in a visible, unobstructed location at a height of 3 to 5 feet.

3. FIRE RETARDANT PROCESSING FOR CHRISTMAS TREES

The attached notice shall be posted near the sales area in which to be seen by all tree purchasers.

Any person purchasing a tree that will be located in a place of public use shall be informed that the tree must be treated with a flame retardant chemical or paint that has been approved by the California State Fire Marshal Office. The retardant or paint, if applied by other than the purchaser, shall be applied by a California State Fire Marshal licensed applicator.



FIRE DEPARTMENT

8812 Elk Grove Blvd.
Elk Grove, CA 95624

(916) 405-7100
Fax (916) 685-6622
www.egcsd.ca.gov

Trees shall bear a tag stating the following:

- Date of placement in the public building
- Type of flame-retardant treatment used
- The name of the person who applied the flame retardant
- The name of the person affixing the tag
- A permit expiration date
- The name of the designated individual making daily inspections.

4. FLOCKING

All flocking material shall be flame retardant.

5. STRUCTURES AND ELECTRICAL

The structure and associated electrical shall be subject to the inspection and approval of the corresponding Building Department. Structures covered or enclosed with fabric or similar materials shall meet the requirements for tents and canopies as required by state and local laws for flame retardant properties and structural stability.

An electrical permit shall be obtained and the site inspected by the local building department.

Electrical equipment and installations shall comply with the Electrical and Fire Codes.

- A. Unless otherwise approved by the Elk Grove Fire Department, the maximum wattage light bulb allowed is the size recommended by the manufacturer for the appliance used.
- B. Fuel powered equipment (generators) shall be a minimum of twenty-five (25) feet from any booth and or other surrounding booths.
- C. Fuel powered sources shall be isolated from contact with the public by either physical guards, fencing or enclosure.
- D. Before an extension cord can be used with a portable appliance all the following must be met:
 - 1. Extension cords shall be plugged directly into an approved receptacle.



FIRE DEPARTMENT

8812 Elk Grove Blvd.
Elk Grove, CA 95624

(916) 405-7100
Fax (916) 685-6622
www.egcsd.ca.gov

2. Extension cords shall serve only one appliances or fixture.
3. Extension cords shall not exceed 75 feet in length and no smaller than 16 gauge wire.
4. The current capacity of the cord shall not be less than the rated capacity of the appliance or fixture.
5. The extension cord is maintained in good repair, without splices, deterioration or damage.
6. The extension cord shall be of the grounded type when servicing grounded appliances or fixtures.
7. If an extension cord has to go across a traffic area, then an approved traffic pad shall be used. (All extension cords shall be secured to prevent a tripping hazard).
8. Extension cords shall not be connected in series.

6. GROUND COVERING

Combustible ground covering greater than two inches in depth shall not be permitted, unless approved by the Fire Department. Straw and other combustible ground covering, which may be readily ignitable, shall be maintained in a damp or moist condition, and / or be treated with an approved flame retardant chemical.

7. EXITING

Christmas tree lots shall be provided with a minimum of two exits and clearly marked from inside the lot. Exits shall be separated by not less than one-half of the overall diagonal distance of the enclosed lot. Exits shall provide a minimum of 3 feet clear opening and shall be maintained in an unlocked position whenever the public is present.

8. PARKING

On-site parking shall be in a clearly designated area, free of readily combustible substances. Parking shall not obstruct exiting and shall be a minimum of 20 feet from any tent.

9. OPEN FLAME

Open flames, such as but not limited to, torches, candles, warming devices and other devices using a flame, capable of igniting combustible materials, shall not be used in or adjacent to tents or canopies, or near or on combustible decorations or materials such



as, but not limited to, weeds, straw, hay and the like unless previously approved by the Elk Grove CSD Fire Department, Fire Marshal.

10. HOUSEKEEPING

All weeds, combustible vegetation, trash and combustible storage shall be removed from areas adjacent to and within 30 feet of tents and canopies. (UFC, 3221.2)

11. COMPRESSED GAS CYLINDERS

- A. Liquefied petroleum gases (such as propane and butane) shall not exceed twenty (20) gallons in amount per permit. Cylinders shall be located outside of the tent or canopy at least five (5) feet away and at least 10 feet away from any open flame.
- B. Acetylene cylinders shall not exceed sixty (60) cubic feet in volume and shall be limited to one cylinder per permit.
- C. Oxygen cylinders shall not exceed eighty (80) cubic feet in volume and shall be limited to one cylinder per permit.
- D. No more than one cylinder of each compressed gas used shall be in any one tent or canopy. Cylinders are not to be used in series.
- E. All cylinders shall be stored in an upright position and secured to prevent accidental tip-over, for example a small crate per 5 gallon cylinder or chaining larger cylinders to a secure and stable source is acceptable.
- F. Cylinders not in use shall be capped.
- G. All compressed gas cylinders in use shall be equipped with individual regulators with approved hose and appliances.
- H. All L.P. gas cylinders shall be within current hydrostatic test date, (no more than 12 years from date of manufacture, or no more than five (5) years from last hydrostatic test).

12. TENTS and CANOPIES

Tents and canopies shall be fire retardant and be installed and maintained in



FIRE DEPARTMENT

8812 Elk Grove Blvd.
Elk Grove, CA 95624

(916) 405-7100
Fax (916) 685-6622
www.egcsd.ca.gov

accordance with State and Local codes for such structures. A Fire Department Permit, in addition to the Fire Permit for the Christmas tree lot, shall be obtained for any canopy greater than 400 square feet and tent greater than 200 square feet. In addition to a fire department permit, approval may also be required from the local planning agency and building department.



Summary of Fire Code Requirements for Tents and Canopies

DEFINITIONS:

Tent- A temporary structure, enclosure or shelter constructed of fabric or pliable material supported in any manner except by air or the contents it protects.

Canopy- A temporary structure, enclosure or shelter constructed of fabric or pliable material supported by any manner except by air or the contents it protects without sidewalls or drops on 75% or more of the perimeter.

FIRE RETARDANT PROCESSING FOR TENTS AND CANOPIES

- A. Tents and canopies having an area in excess of 200 square feet of floor area shall have a permanently affixed label by a California State Fire Marshal licensed applicator bearing the following information:

2001 CFC Article 32, Section 3207

1. Identification of tent or canopy, size and fabric or material
2. For flame-resistant materials, the necessary information to determine compliance with the document.
3. For flame-retardant-treated materials, the date that the tent or canopy was last treated with an approved flame retardant.
4. The trade name and type of flame retardant utilized in the flame-retardant treatment.
5. The name of the person and firm that applied the flame retardant.

-----or-----

1. A permanently affixed label from the Office of the State Fire Marshal stating that the material used for the tent or canopy is flame retardant and a Certificate of Flame Resistance.

LOCATION REQUIREMENTS:

1. Tents and canopies shall not be located within 20 feet of property lines, buildings, other tents and canopies, parked vehicles, or internal combustion engines. (UFC, 3205)
2. For purposes of required distances, support ropes and guy wires are considered



FIRE DEPARTMENT

8812 Elk Grove Blvd.
Elk Grove, CA 95624

(916) 405-7100
Fax (916) 685-6622
www.egcsd.ca.gov

part of the tent. (UFC, 3205.2.1)

EXITING REQUIREMENTS:

- A. Tents or canopies with sides shall have proper exiting in place. Each tent shall have no less than one free and clear exit door or clear opening. Number of exits are based on the size of the tent, number of walls (sides) and the occupant load. Number of exits from tents can be calculated by dividing the square footage of the floor area under the tent by 30 for retail display areas.

Calculated Occupant load	10-199	200-499	500-999	1000-1999	2000-2999	>3000
Minimum number of Exits	2	3	4	5	6	7

- B. Exits shall be spaced at approximately equal intervals around the perimeter of the temporary structure, tent or canopy and shall be located such that all points are 100 feet or less from an exit. Openings from tents shall remain open unless otherwise approved by the Fire Marshal

If you have any questions or wish to apply for a permit to erect a tent or canopy or to do cooking under a tent or canopy, please contact the Fire Prevention Division of the Elk Grove CSD Fire Department. Happy Holidays!



FIRE DEPARTMENT

8812 Elk Grove Blvd.
Elk Grove, CA 95624

(916) 405-7100
Fax (916) 685-6622
www.egcsd.ca.gov

THIS NOTICE SHALL BE CONSPICUOUSLY POSTED AT ALL CHRISTMAS TREE SALES LOCATIONS

NOTICE

TO ALL PURCHASERS OF CHRISTMAS TREES

In accordance with County and State Regulations, all cut natural Christmas trees, which are located in the following occupancies, must be treated with a California State Fire Marshal approved fire retardant chemical to the satisfaction of the Fire Chief.

- * Hotels
- * Apartment Buildings (except in private apartment suites)
- * Mental Hospitals
- * Boarding Homes
- * Hospitals
- * Children's Homes
- * Schools
- * Special Schools
- * Commercial Buildings
- * And all other places where the public is invited or required to pass through
- * Day Nurseries
- * Theaters
- * Motion Picture Theaters
- * Bars
- * Restaurants
- * Dance Halls
- * Banks
- * Office Buildings
- * Churches
- * Retail Stores

For further information on flame-retardants, please contact the California State Fire Marshal's Office at (510) 357-8173.

***Elk Grove CSD Fire Department
Wishes you a happy and Safe Holiday Season!***



FIRE DEPARTMENT

8812 Elk Grove Blvd.
Elk Grove, CA 95624

(916) 405-7100
Fax (916) 685-6622
www.egcsd.ca.gov

So often, in the midst of the excitement of the holiday season, we tend to let down our guard on this season of Christmas trees, lights, and candles. Our carelessness or forgetfulness can pose even greater fire hazards than usual. According to the National Fire Protection Association, in 1998, Christmas trees were the first item ignited in 300 home fires, resulting in 11 injuries and \$8 million in direct property damage. In 2002, there were 240 Christmas tree fires in U.S. homes. These fires resulted in 23 deaths, 12 injuries, and \$11.4 million in direct property damage. Between 1999 and 2002, an average of 310 home fires started when Christmas trees ignited. These fires caused an estimated 14 civilian deaths, 40 civilian injuries, and \$15.7 million in direct property damage each year. Here are a few safety tips to follow for a safe and joyful holiday season.

First and Foremost:

- **Make sure there is an operational smoke detector installed nearby. A fresh battery should have been installed during October's check-n-change month. (Change your clocks, change your batteries)**
- **Remove discarded wrappings and packages from the house immediately and never burn them in the woodstove or fireplace - Burning wrapping paper in your fireplace can cause chimney fires! Place all discarded wrapping paper in the trash.**
- **Do not burn tree branches in the fireplace - it could throw off a large amount of heat and cause a fire. Christmas trees also cause oily soot which may damage the fireplace.**

Christmas Tree Safety

- Cut a minimum 1/2" off the bottom of the tree, keep base of tree in water and check it daily.
- Place your tree at least three feet away from heat.
- Use only non-combustible decorations.
- Inspect lighting for frayed wires, broken plugs and sockets, etc. Also, only use lights with UL approval and according to their listing (indoor or outdoor).
- Be sure to remove tree soon after the holidays...before needles get too dry.



FIRE DEPARTMENT

8812 Elk Grove Blvd.
Elk Grove, CA 95624

(916) 405-7100
Fax (916) 685-6622
www.egcsd.ca.gov

- Be sure to turn off the lights when going to bed or leaving the premises.
- Use miniature lights that produce less heat and always use lights according to the manufacturers recommendations. Use only UL listed or FM approved light strings.
- When purchasing an artificial tree, be sure it is labeled as fire-retardant.

Electrical Cords

- If you are using electrical cords for decorative lighting, check first for frayed wires or loose connections. Do not use cords that are damaged in any way.
- Never use more than 3 cords in succession.
- Be sure the cord is UL listed for indoor or outdoor use.

Open Flames

- Candles, special cooking utensils, etc., should be used with great care. Never use candles on a tree, or your window sills. Please remember to keep candles out of the reach of small children and animals.

Fireplaces

- Always use a fire screen in front of your fireplace- sparks can pop, or logs can roll out and ignite papers or other combustibles in the room. Always remember to keep small children away from the fireplace area. Do not burn wrapping paper or Christmas tree limbs in your fireplace.

PUBLIC BUILDING NOTE: Christmas trees in public buildings may be required to be treated by a flame retardant solution. Contact the Fire Department for further information.



FIRE DEPARTMENT

8812 Elk Grove Blvd.
Elk Grove, CA 95624

(916) 405-7100
Fax (916) 685-6622
www.egcsd.ca.gov

CHRISTMAS TREE LOT REQUIREMENTS

Self-Inspection Check Off Sheet

Use this sheet to assure you are in compliance with the Elk Grove CSD Fire Department's "Christmas Tree Lot Requirements".

- ☐ "NO SMOKING" signs are posted at all points of entry.
- ☐ Required number of fire extinguishers are installed.
- ☐ Fire Retardant treatment requirements posted at sales area.
- ☐ State licensed applicator, if applying fire retardant treatment.
- ☐ Flocking material is flame retardant.
- ☐ Structures and Electrical meet minimum requirements.
- ☐ Ground Covering meets minimum requirements.
- ☐ A minimum of two exits is provided and clearly marked from inside the lot.
- ☐ On-site parking is in clearly designated area, as per requirements.
- ☐ Tents and canopies are fire retardant and are installed and maintained as required.